(i) *Selection for Admission to Village Relief*

147. *Persons eligible for village relief.*—The following classes of persons shall be entitled to gratuitous relief in villages, provided they have no relatives able, and by the custom of the country bound, to support them: —

(*a*) the aged and infirm;

(*b*) the blind, crippled and insane;

(*c*) pregnant women, young children whose relatives will not or cannot support them, and the like;

(*d*) those whose attendance on incapable adults or young children in their own homes is absolutely necessary;

(*e*) women of respectable birth who by custom are unable to appear in public and are in danger of starvation;

(*f*) men of respectable birth who are in danger of starvation and for whom no suitable employment can be found on relief works.

148. *Village gratuitous relief register.*—For every village in which gratuitous relief is given, either in kitchens or by dole, a register in Form 25 shall be prepared by the village officers (*i.e.*, the patil and village accountant) with the assistance of the village committee. This register, which forms the basis of all village gratuitous relief expenditure, shall be written on strong paper and bound in skin or cloth and shall always be kept in the village in the custody of either the patil or the village accountant.

(ii) *Distribution of Village Relief*

149. *Forms of village relief.*—Gratuitous relief in villages shall ordinarily be given either by the distribution of a daily grain dole or in village kitchens, according as the Collector, acting under the general orders of the Commissioner, shall direct, the scale of allowances being the same as that for dependents on works (section 107). In any taluka or village in which neither of these systems is possible or considered suitable, the Collector may, with the sanction of the Commissioner, arrange for the payment of a weekly cash dole. Such special arrangements shall be made for the distribution of relief to *pardanishin* women as the Collector may consider to be most suitable in each case.

150. *Distribution of grain dole.*—The following procedure shall be adopted in distributing the grain dole:—

(*a*) All dole recipients, excepting those of classes (*e*) and (*f*) of section 147, and any who may be too ill to attend shall be made to attend personally at the distribution of the dole.

(*b*) The grain dole shall ordinarily be distributed daily by a selected grain-dealer in the presence of the patil or village accountant and at least two members of the village committee, on a system of post payment of bills.

(*c*) A dole distribution list shall be kept by the village officers in Form 26, a new form being commenced each month. The names of recipients shall be taken from the gratuitous relief register (Form 25) and the necessary entries of grain given shall be made in ink at the time of distribution, the columns being totalled for every day on which payments are made.

(*d*) Each recipient of relief shall receive a ticket in Form 27 and entries of all grain given shall be made on the ticket in ink at the time of each distribution.

(*e*) If by reason of illness any recipient cannot attend, the patil, or in his absence the village accountant, shall receive the dole and deliver it to that person.

(*f*) The grain-dealer shall prepare weekly, or with the special sanction of the Collector fortnightly, detailed bills in duplicate in Form 28. These bills shall be scrutinized by the Circle Inspector, who shall certify below them that the numbers charged for agree with the numbers in the gratuitous relief register and the dole distribution list, and shall then forward them without delay to the taluka sub-treasury. The sub-treasury officer shall check the

bill without delay and send the passed amount back by the bearer to the village officers, who shall, in the presence of two members of the committee, pay it to the grain-dealer and take his receipt. One copy of the bill shall be retained by the sub-treasury as a voucher and the other returned with the money to the village officers, who shall keep it on a file for reference by inspecting officers.

151. *Distribution of cash dole*.—The following procedure shall be adopted in distributing the cash dole:—

(*a*) the instruction laid down in section 150 (*a*) shall be attended to;

(*b*) the village officers with the assistance of the village committee shall make the distribution either daily or weekly, as the Collector may direct. A dole distribution list in Form 26 shall be kept and relief tickets in Form 27 issued in accordance with the instructions given for the grain dole in section 150, sub-sections (*b*), (*c*) and (*d*);

(*c*) when daily distribution is not the rule, the dole shall be paid in advance;

(*d*) a permanent advance sufficient for one month's allowances shall be given to the village officers, who shall recoup themselves by submitting detailed bills in duplicate in Form 29 every fortnight or oftener, if directed, to the sub-treasury officer through the Circle Inspector; and the instructions given in section 150, sub-section (*f*), shall, *mutatis mutandis*, be applied;

(*e*) the village officer shall enter all sums received and disbursed in a cashbook in Form 16.

152. All persons in receipt of grain or cash dole should be employed as soon as possible in any village industry which it may be possible to start with the aid of charitable funds. They shall also be employed in cattle camps, or in village cactus fodder depôts in preparing cactus fodder in accordance with the instructions given in Appendix X.

153. *Suggestions for inspecting officers*.—The distribution of the grain and cash dole must be checked by constant and close inspection on the spot. Inspecting officers, including the Circle Inspector, should—

(*a*) muster the paupers [other than persons of classes (*e*) and (*f*) of section 147 and any who may be too ill to attend], comparing their relief tickets with the village register and testing the entries in them by personal inquiry;

(*b*) see that the entries in all the forms are in ink, that the columns have been duly totalled and that a line has been drawn through all the blank payment columns when relief has been discontinued;

(*c*) examine the price-basis and test the arithmetic of a certain percentage of entries;

(*d*) compare the numbers in the gratuitous relief registers with those in the distribution list and in the copies of the detailed bills and check the cashbook with the bills when relief is given in cash;

(*e*) where the allowances are given in grain, see that the grain-dealers' bills are punctually submitted and paid, and make special inquiries as to the quality of, and price at which, the grain has been purchased.

154. *Distribution in village kitchens*.—When a village kitchen is opened in any village all persons, other than those of classes (*e*) and (*f*) of section 147, on the village gratuitous relief registers of villages within a radius of three miles, who are able to walk so far shall, in the fair season, be required to go to the kitchen for relief, provided that at all seasons the Collector may arrange to send out cooked food to the neighbouring villages. During the rains the circle served by a kitchen shall not extend beyond the village in which it is situated.

155. *Rules for the management of village kitchens.*—The following arrangements and procedure shall, as far as possible, be adopted in village kitchens:—

(*a*) a superintendent shall be appointed who shall be responsible for the management of the kitchen in all its details;

(*b*) the following returns shall be kept:—

(i) an admission and attendance register in Form 21;

(ii) a diet register in Form 22;

(iii) a stock register in Form 23;

(iv) a weekly bill of expenditure in Form 30;

(v) a cashbook in Form 16;

(vi) a dead stock register of articles that are not perishable, *e.g.*, utensils, &c., in Form 51;

(*c*) each person shall on first admission be given a ticket containing his number on the admission register and a simple mark to show the ration of the class to which he belongs: the ticket should be worn round the neck at meal time;

(*d*) half the ration shall be given at 9 A.M. and half at 4 P.M.; half an hour before meal times the superintendent shall call the attendance register, marking the entries of attendance in ink. The cooked food shall then be served out, to be eaten at the kitchen. The removal of food shall not be permitted unless for special reasons, and such permission shall very rarely be granted in the case of young children;

(*e*) the persons on relief should as far as possible be employed on such light work about the kitchen or the village as they may be fit for or in any village industry which it may be possible to start with the aid of charitable funds;

(*f*) an arrangement shall, if possible, be made for the supply of food-stuffs *daily* by a grain-dealer on an indent based on the *attendance of the previous day*;

(*g*) the superintendent shall total the register after each meal. From it he shall every evening post up the diet register and draw up an indent of supplies required for the *following* day. The indent shall then be handed to the grain-dealer, who shall deliver the supplies on the following morning, keeping the indent for a period of one month in case it is called for;

(*h*) the diet register and indent shall always be completed before delivery of grain is taken;

(*i*) if there are new arrivals on the following day, supplementary indent shall be made out by the superintendent. If the number on the following day fall short of the number provided for in the indent, the surplus cooked food shall be distributed among the persons present and not removed from the kitchen;

(*j*) the superintendent shall have the supplies received from the grain-dealer weighed in his presence. He shall also personally see to the weighing out of the supplies to the cooks both morning and afternoon. He shall also frequently test the weight of the cooked food as prepared by the cooks;

(*k*) the superintendent shall be given a permanent advance ordinarily sufficient for a fortnight's expenditure and shall enter all sums received and disbursed in his cashbook. From his advance he shall meet all charges for establishment, contingencies and food. The food bill shall ordinarily be paid weekly;

(*l*) the superintendent shall recoup himself weekly from the sub-treasury by submitting a bill in Form 30 in duplicate accompanied by a copy of the cashbook and sub-vouchers for all items of more than five rupees; this bill shall be accepted as a voucher. The sub-treasury officer after passing the bill shall return one copy of it to the superintendent as an advice, to be kept always available for purposes of inspection.

156. *Suggestions for inspecting officers.*—Surprise visits are specially valuable in the case of kitchens; and it is important that they should be made at the time the grain is weighed as well as at the time of roll-call and the distribution of food. Having tested the weighments, or the roll-call and distribution of food, the inspecting officer may usefully make his general inspection on the following lines:—

(*a*) check the register of admission and attendance and compare it with the diet register;

(*b*) compare the diet register with the cashbook, sending, if necessary, for the original indents from the grain-dealer;

(*c*) check the totalling of the cashbook and compare it with advices of remittances from the treasury;

(*d*) see that the establishments have received their wages as entered in the cashbook and that their numbers are not excessive;

(*e*) enquire into any unusual contingent expenditure;

(*f*) specially examine the prices charged for the food supplied, if necessary, making inquiries in the village;

(*g*) see that the recipients of food have their tickets, know their rations and feed in regular groups;

(*h*) note the condition of the children who have been for some time at the kitchen;

NOTE.—If the condition of the children is good, the presumption is that they are receiving their full ration; while if it is bad, the presumption is that there is leakage of food.

(*i*) at meal times note the quality, and in case of food like *khichri* the consistency, of the food, and inquire from the recipients whether they usually get food of that kind;

(*j*) check the articles of dead-stock;

(*k*) note carefully the incidence of expenditure per head relieved (i) for diet only and (ii) for total expenditure.

157. *Fixing of prices to be paid for grain supplied.*—It shall be the special duty of the Mamlatdar, under the supervision of the Sub-Divisional Officer, to fix from time to time the prices to be paid for cleaned grain supplied for the village grain dole, for poor houses and for famine relief works and village kitchens. The following instructions shall be carefully attended to in the matter:—

(*a*) the supply of grain shall ordinarily be got in each case from the village *bania* or nearest grain-dealer, if he is willing to supply it at such rates as may be fixed from time to time by the Mamlatdar;

(*b*) the Mamlatdar shall from time to time fix the price of grain for each village in which either a grain dole is given or a village kitchen is established, and shall take a written agreement from the grain-dealer that he will supply such amount of grain as may be required at the prices fixed by the Mamlatdar from time to time— it being part of the agreement—

(i) that the price fixed by the Mamlatdar shall remain in force until altered by him, and

(ii) that the grain-dealer shall, in the case of a grain dole, distribute the dole daily and, in the case of a kitchen, deliver the amount of grain indented for by the superintendent daily at the kitchen;

(*c*) delivery of grain shall never be taken until the price has been fixed; in any case in which grain is urgently required and the Mamlatdar has been unable to fix the price, the Circle Inspector shall fix the price temporarily, pending the orders of the Mamlatdar;

(*d*) the Mamlatdar shall ascertain the price of cleaned grain by personal inquiries on the bazar day of each of the principal bazar towns in his taluka and shall then fix the price to be paid for each village. The

price so fixed shall be regarded as inclusive of all charges, and no claim shall be entertained for cartage, commission or any other extra charge;

(*e*) it shall be the duty of the Circle Inspector and of the village officers to bring to the immediate notice of the Mamlatdar any local fall in prices below the rate fixed by the Mamlatdar;

(*f*) the Sub-Divisional Officer shall exercise the closest supervision over the work of fixing grain prices.

158. *Ledgers of numbers and expenditure.*—(*a*) For the purpose of checking the numbers and expenditure on village gratuitous relief as well as on village works and in poor-houses, the following ledgers shall be maintained for each taluka by the Mamlatdar and shall always be available at the head-quarters of the taluka for inspection by any inspecting officer:—

(i) a ledger of the numbers on gratuitous relief in each village in Form 31;

(ii) a ledger for each village kitchen and poor-house in Form 32;

(iii) a ledger of prices charged for grain in Form 33.

These ledgers shall be used for bringing current expenditure continually to test. Copies of the ledgers should be sent monthly to the Huzur, so as to ensure a satisfactory check of the bills, and of the ledger in Form 33 to the Accountant General.

(*b*) *Casual relief.*—Any officer who is given a permanent advance for casual relief shall maintain a cashbook in Form 16 and a register in Form 34. He shall recoup his permanent advance on bills in Form 35, which shall be accepted as voucher by the sub-treasury officer. Any officer who is required to give casual relief but has not received a permanent advance shall recover any amount expended by him from an officer holding an advance for this purpose; the latter shall satisfy himself that the claim is genuine and shall be responsible for the correct entry of the payment in his register.

159. *Treatment of women on gratuitous relief delivered of a child.*—If a woman in receipt of gratuitous relief is delivered of a child, the mother shall be paid two rupees for medical comforts. Care should, however, be taken not to admit to dole with undue liberality women who are expectant, or have somewhat recently been confined. The exact period before or after confinement when a woman is able to work must depend on circumstances, but in accordance with the custom of the labouring classes will probably seldom exceed fifteen days. When any woman able to work is admitted to dole more than fifteen days before expected confinement or kept on dole more than fifteen days after confinement special reasons should be recorded in the dole register.

160. *Relief to inferior village servants.*—(*a*) The Collector shall arrange for the relief of such number of the inferior village servants (watchmen, *mahars*, &c.) as are required to remain in the villages for the performance of their duties, by entering them on the village gratuitous relief register.

(*b*) Gratuitous relief to such inferior village servants shall ordinarily be given in the form of cash dole, paid monthly.

(*c*) The gratuitous relief payable in cash to such inferior village servants shall be fixed periodically by the Collector according to the average ruling price of the staple food-grain during the last month.

(*d*) Such inferior village servants should be shown as a separate class K in Forms 25, 26 and 27, and the total of this class should be shown in Forms 25 and 26 separately from the totals of the other classes.

(*e*) The statement for such servants in Form 5 should be submitted monthly and only columns 1, 2, 3 and 23 of that Form should be filled in, the figure in column 3 being the number of such servants to whom relief has been granted for the month and not the total of daily units relieved.

(*f*) The wives and children and other dependents of such inferior village servants must seek relief in the ordinary way, either on relief works or, if they are eligible for village gratuitous relief, in the villages.

161. *Relief to superior village officers.*—When it is necessary for the proper performance of village duties, the Collector shall report the names of patils and village accountants whose emoluments and private means are not sufficient for their support, and apply for sanction to pay them a suitable additional monthly remuneration.

162. *Distribution of relief in towns.*—The distribution of gratuitous relief in large towns shall be conducted, as far as possible, on the principles laid down above. The Collector shall utilize the municipal organization to the utmost extent and shall associate himself with committees of respectable residents, through whom, as far as possible, the lists shall be prepared and the relief distributed.

CHAPTER IX.—Poor-houses

163. *General.*—Poor-houses are institutions within which cooked food is distributed gratuitously to persons found wandering in a state of destitution on condition of their residing therein and conforming to rules of discipline and order. Their special object is to collect and relieve paupers sent adrift by the contraction of private charity.

164. *Admission to poor-houses.*—Poor-houses shall receive all classes of applicants, who shall then be either drafted to relief works, sent to hospital, transferred to their homes, or retained as ordinary inmates; these latter, who will comprise wanderers and professional beggars incapable of work or who refuse to work, shall be supported until the famine is so far at an end that private charity can again be relied on. The poor-houses may also be used as rest-houses for those immigrating in search of private employment on their way to a relief work, who come with an order from a relief officer entitling them to food and shelter for the night.

165. *Number of poor-houses.*—The number of poor-houses to be established in any district shall be fixed by the Collector. As a rule, for reasons of discipline and health, a poor-house shall not accommodate more than 500 persons.

166. *Rations.*—Inmates of poor-houses shall ordinarily receive the dependents' allowances of cooked food, but the superintendent shall have full discretion to give any inmate, whether admitted to the hospital or not, a special diet suited to his requirements. Necessary clothing shall also be supplied, the cost of which, if not met by private charity, shall be defrayed by Government.

167. *Hospitals.*—Poor-houses shall be visited daily by the Sub-Assistant Surgeon in charge of the nearest dispensary or on the staff of the nearest hospital who shall inspect the inmates and treat any who are sick and be responsible for seeing that the poor-house and its surroundings are kept in proper sanitary condition and that the water-supply is adequate and pure and that the food supplied to the inmates is of good quality.

168. *Work for poor-house inmates.*—Such of the inmates of a poor-house as are able to do light work shall be employed on some work in, or connected with, the poor-house, *e.g.*, supplying water, sweeping enclosures, grinding grain, repairing fences, stone-breaking, &c., or on any minor industry such as rope-making, spinning yarn or wool, biddi manufacture, &c., which it may be possible to start with the aid of charitable funds.

169. *Closing of poor-houses.*—When a poor-house is closed, every inmate shall on departure ordinarily be given a valedictory dole sufficient to support him for a fortnight.

170. *Superintendent and establishment.*—A superintendent shall be placed in charge of each poor-house and shall be responsible for its management in all details. He shall be immediately subordinate to the Special Relief Officer and shall have under him such establishment as the Collector may decide to be necessary. The management shall be conducted as far as possible on the lines sketched in Appendix VI.